

**Common Course Outline**  
**OFAD 262**  
**Administrative Project Management**  
**3 Semester Hours**

**The Community College of Baltimore County**

**Course Description**

OFAD 262 – 3 Credits – Administrative Project Management provides a capstone experience in the Office Administration program. This course offers both a theoretical and a practical hands-on approach to managing complex business projects. Students learn the life cycle of a project and develop essential skills to define the critical path of a project. Students integrate spreadsheet, text-editing, presentation, and project management software skills to develop and track a comprehensive team-based project.

**3 Credits: 2 lecture, 2 lab hours**

**Prerequisites: ENGL 101, OFAD 110 or OFAD 146, OFAD 114 or OFAD 160, OFAD 228, and OFAD 246**

**Overall Course Objectives**

Upon successful completion of this course, students will be able to:

1. define key project management terms;
2. describe the roles of tasks, timing, and resources in a project;
3. establish tasks and task duration;
4. describe the major phases of a project;
5. contrast baseline project data and actual project data;
6. analyze project parameters;
7. perform a project risk assessment;
8. track a project utilizing Gantt Chart and Network Diagram views;
9. modify the scope and timeline of a project;
10. assign costs to project tasks;
11. generate standard reports in Microsoft Project;
12. collaborate to design, develop, and present a multiphase business project; and
13. integrate a variety of software applications to improve project workflow.

**Major Topics**

- I. The Elements of a Project
  - A. Definition of a project
  - B. Role of projects in the organization

- C. Project life cycle
- D. Variable nature of a project
- II. Project Basics
  - A. Determining the business need
  - B. Defining the project scope
  - C. Determining completion criteria, expectations, and roles
- III. Planning and Risk Analysis
  - A. Performing a risk analysis
  - B. Planning for change
  - C. Identifying budgetary and time constraints
  - D. Building communication strategy
- IV. Estimating Costs
  - A. Value of estimating
  - B. Three levels of estimating
  - C. Creating a cost estimate
  - D. Assigning fixed costs
- V. Working with Project Tasks
  - A. Determining task type
  - B. Setting up task calendars
  - C. Creating milestone tasks
  - D. Creating recurring tasks
- VI. Creating a Project Structure
  - A. Defining tasks and subtasks
  - B. Understanding task relationships
- VII. Establishing Time to Task Relationships
  - A. Understanding dependency types
  - B. Viewing the critical path
  - C. Modifying the critical path
  - D. Building in slack
- VIII. Creating Resources
  - A. Understanding resource types
  - B. Determining resource cost and availability
  - C. Allowing for cost changes
- IX. Assigning Resources
  - A. Assigning a project task
  - B. Assigning resources to tasks
  - C. Modifying resource assignments

### **Course Requirements**

Grading: Grading procedures will be determined by the individual faculty member but will include the following minimum requirements:

- A minimum of 2 exams on Microsoft Project software and project theory
- One team-based, comprehensive project utilizing intermediate-level features of Microsoft Project, Excel, Word, and PowerPoint software; must also incorporate file management skills and written and oral communication skills
- Final project oral presentation, which must include a PowerPoint team presentation
- Project binder
- Team presentation at spring OFAD Advisory Board Meeting

### **Other Course Information**

This course is an Office Administration program requirement. This course offered in the spring semester only.

Individual faculty members may include additional course objectives, major topics, and other course requirements to the minimum expectations stated in the Common Course Outline.

Date Revised: 12/1/2015